

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
Fort Shafter, Hawaii 96858-5100

USARPAC Regulation
No. 690-2

21 Oct 02

Civilian Personnel
USARPAC TELEWORK PROGRAM

1. PURPOSE. This regulation supplements the Department of Defense (DOD) Telework Policy and Guide and prescribes policies and procedures for implementation and administration of telework in U.S. Army, Pacific. Supplements to this regulation are prohibited unless prior approval is obtained from HQ USARPAC (APPE-CP).

2. APPLICABILITY. This regulation applies to all USARPAC appropriated fund and non-appropriated fund civilian employees.

3. REFERENCES.

a. Memorandum, Under Secretary of Defense, October 22, 2001, subject: Department of Defense (DOD) Telework Policy and Guide.

b. Department of Defense Telework Policy and Guide, October 22, 2001.

c. AR 380-19, Information Systems Security, 27 February 1998.

d. Memorandum, Deputy Assistant Secretary (Civilian Personnel Policy), December 4, 2001, subject: Department of Defense (DOD) Telework Policy and Guide, October 22, 2001.

4. DEFINITIONS. Definitions are provided in DOD Telework Policy, reference 3b.

5. RESPONSIBILITIES.

a. Major Subordinate Command (MSC) Commanders and HQ USARPAC Staff Chiefs.

MSC commanders and staff office chiefs will support teleworking as an alternative work arrangement, allow maximum participation in the USARPAC telework program, provide reports on telework participation to USARPAC G1/DCSPER, and ensure labor relations obligations are met before implementing this policy.

b. G1/DCSPER.

The Civilian Personnel Division will administer and oversee implementation of the telework program for USARPAC, develop specific guidelines to implement USARPAC telework policy, prepare consolidated reports and report to DA on participation rates and other data.

c. Designated Approving Authority (DAA).

The responsible DAA accredits computer equipment and software designated for telework activity at the alternate worksite.

d. Information Assurance Security Officer (IASO).

The organization IASO will ensure security configuration of automated information system is maintained in accordance with accreditation and ensure teleworkers received information assurance training.

e. Managers and supervisors.

Managers and supervisors will become familiar with the USARPAC telework policy and guidelines, identify the maximum number of eligible positions for regular and recurring telework, offer the maximum number of suitable employees the opportunity to telework, ensure employees receive required training before participation in the telework program, and report on employee participation.

f. Telework employees.

Teleworkers must familiarize themselves with USARPAC telework policy and guidelines, complete and sign USARPAC Form 6-R-E, Telework Agreement, and USARPAC Form 7-R-E, Safety Checklist, and abide by agreed to terms and conditions, and satisfactorily complete all assigned work according to standards and guidelines in the employee's performance plan. Teleworkers are responsible for the security of all official information, protection of any Government-owned equipment and property, ensuring unauthorized personnel do not access Government-owned equipment, and carrying out the mission of the organization at the alternative worksite.

6. POLICY. It is USARPAC policy that:

a. The maximum number of positions be identified as eligible for regular and recurring telework.

b. The maximum number of employees who exhibit characteristics suitable for telework, and who occupy positions identified as eligible for teleworking, be permitted to telework.

c. A telework arrangement is not a right and may be terminated at will by either the employee or the supervisor.

d. Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on mission requirements.

e. An employee who teleworks on a regular and recurring basis must sign USARPAC Form 6-R-E, Telework Agreement prior to commencement of a telework arrangement. USARPAC Form 6-R-E is at Appendix B. The Agreement may be modified as required to meet labor-management negotiated agreements. At a minimum, all telework agreements must address the location and requirements of the alternative worksite, telework schedule, security of official information, protection of Government-furnished equipment, applicable standards of conduct, liability and injury compensation, and Government access to the alternative worksite. An employee who teleworks at a home office must also complete USARPAC Form 7-R-E, Safety Checklist at Appendix C.

f. Supervisors may approve "ad hoc" telework, telework of less than one day per pay period. An employee who teleworks on an ad hoc basis should sign a telework agreement.

g. Participation in the program will be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

h. Telework employees are covered by the Federal Employees Compensation Act (FECA) and may qualify for workers' compensation benefits when injured or suffering from work-related illnesses while conducting official business.

i. Telework may be permitted as a reasonable accommodation for an employee with a disability, in accordance with reference 3b.

j. Telework may not be used to replace appropriate arrangements for dependent care.

k. Only unclassified documents (hard copy or electronic) up to and including sensitive but unclassified may be taken by teleworkers to alternative worksites. All files, records, papers, or machine-readable materials created while teleworking are government property.

l. Employees participating in the telework program must use government-owned or leased computer equipment and peripheral devices. Equipment will be hand receipted to employees and must be returned at the conclusion of telework arrangements or at the supervisor's request. Commanders are encouraged to provide equipment within resource constraints. Excess property should be the first source of supply before considering the purchase of new equipment. Government furnished equipment may include accessories such as uninterruptible power supplies, power and surge protectors, modems, etc. Internet Service Provider (ISP) service and connectivity will not be furnished by the government; costs are assumed by the teleworker. Appendix A provides cost estimates for use in determining return on investment.

m. Only a secure system will be used for data communication between the office and the alternative worksite. Contact HQ USARPAC, G6/DCSIM, Operations Division for specific information. Depending on the approved telework requirement, and approval by the appropriate DAA, one of three capabilities may be provided:

(1) Outlook Web Access (OWA). OWA provides access to employee's Army E-mail account via a browser. OWA requires existing Internet Service Provider connectivity such as DSL, Roadrunner, or dial-up.

(2) Terminal Server Access Controller System (TSACS). TSACS is accessed by dial-up connection and provides a NIPRNET connection to Army E-mail.

(3) Virtual Private Network (VPN). VPN is the most secure capability and provides access to E-mail, internet/intranet, and network access. VPN requires either TSACS connectivity or existing Internet Service Provider connectivity such as DSL, Roadrunner, or dial-up.

n. USARPAC and USARPAC activities assume no responsibility for any operating costs associated with an employee using personal equipment and residence as an alternative worksite. This includes home maintenance, insurance, and utilities.

o. The organization is responsible for the service and maintenance of Government-owned equipment. Service and maintenance will take place at the organizational unit. Transportation of equipment to the organizational unit for servicing is the teleworker's responsibility. The teleworker is responsible for repairs not due to fair wear and tear.

p. USARPAC and USARPAC activities are not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

7. **TELEWORK IN FOREIGN OVERSEAS ACTIVITIES.** Telework is optional for activities in foreign overseas areas. Activity commanders have authority to determine if a telework program will be implemented. Ad hoc telework is encouraged when practical.

8. **TELEWORK IN ACTIVITIES UNDERGOING COMMERCIAL ACTIVITIES STUDY.** Activities under commercial activity study are exempt from implementing the telework program until full implementation of the most efficient organization. However, commanders may approve telework where practical.

9. **ELIGIBILITY.**

a. Positions eligible for regular and recurring telework.

Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the traditional worksite, and are conducive to supervisory oversight at the alternative worksite. Positions shall not be excluded as eligible on the basis of series, grade or supervisory status. All positions are eligible for telework except:

- (1) Those that depend on the employee's presence at the traditional worksite;
- (2) Those that primarily involve work with classified materials which may not be taken to or processed at a telework site;
- (3) Those for which work products are routinely time sensitive requiring immediate turnaround; and
- (4) Trainee or entry level positions requiring closer supervision.

b. Employees suitable for regular and recurring telework.

An employee who demonstrates personal characteristics well-suited to telework, as determined by the supervisor, including, as a minimum:

- (1) Current or expected performance rating of fully successful or better;
- (2) Demonstrated dependability and the ability to handle responsibility;
- (3) Proven record of high personal motivation;
- (4) Demonstrated ability to prioritize work effectively and utilize good time management skills; and

(5) Ability to work independently and without supervision.

c. Supervisors are encouraged to allow ad hoc telework when practical for suitable employees occupying positions that are generally exempt under paragraph 9a.

d. Employees without a performance rating within the last 12 months must have continually demonstrated fully successful or better performance for a minimum of 120 days under their current performance standards in order to be considered as suitable for regular and recurring telework.

e. Supervisors should carefully evaluate participation by new hires in a probationary status. Probationary status employees are generally not eligible for telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

10. TRAINING. Before a telework agreement is signed, employees volunteering to telework must complete approved training that covers the topics below. Approved training is available through the CPAC, the Security Officer, the Information Assurance Security Officer, the Ethics Officer and on-line sources. Supervisors must verify the employee has completed required training before signing the telework agreement. Telework training topics are:

- a. Telework overview.
- b. Workplace safety and ergonomics.
- c. Security, including information assurance.
- d. Ethics and standards of conduct.

11. GRIEVANCES. Disputes over the reason(s) given by a supervisor for not approving telework or for terminating a telework agreement may be resolved through the administrative or negotiated grievance procedure, as appropriate.

12. EMERGENCY DISMISSAL AND CLOSING OF "TRADITIONAL WORKSITE."
When employees at the traditional worksite are dismissed under emergency dismissal or closure procedures, telework employees will continue working in accordance with their scheduled telework hours, unless advised otherwise by their managers. Managers will make the decision of whether teleworkers should be included in the emergency dismissal or closure of the traditional worksite on a case-by-case basis (e.g. where an emergency dismissal is based on weather complications or a power outage at the traditional workplace, teleworkers would not be affected and would not need to be excused from duty).

13. ESTABLISHING WORK SCHEDULES, APPROVING OVERTIME, AND REPORTING TIME AND ATTENDANCE. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Overtime must be ordered and approved in advance. Telework hours are recorded using code "LX."

14. REPORTING ON TELEWORK PARTICIPATION. RCS APPE-CP-1, Telework Reporting Form. Reports on participation in the telework program must be reported to DOD on an annual and "as required" basis. G1/DCSPER, Civilian Personnel Division will issue requirements as reports become due. Each HQ element and each MSC must complete USARPAC Form 5-R-E, Telework Reporting Form at Appendix D and submit one copy of the report to HQ USARPAC G1/DCSPER, Civilian Personnel Division. To meet reporting requirements, activities must maintain data on numbers of 1) eligible employees, 2) employees offered regular and recurring telework, 3) regular and recurring teleworkers, and 4) ad hoc teleworkers. Separate data is required for appropriated fund and non-appropriated fund participation.

(APPE-CP)

FOR THE COMMANDER:

OFFICIAL:


GERALD C. GOVIER
C, Rcds & Pubs Br

DAVID M. SHANAHAN
Colonel, GS
Chief of Staff

4 Appendices

- A. Telework Return on Investment
- B. Telework Agreement
- C. Safety Checklist for Home-based Teleworkers
- D. Telework Reporting Form

DISTRIBUTION

D

B (5 each)

Copy Posted At: <https://dcsim.usarpac.army.mil/eLibrary>

Telework Return on Investment

Telework within certain organizations of U.S. Army, Pacific does have a quantifiable cost baseline that should be considered for each case that might deviate from this baseline. At a minimum, the following table outlines the reasonable cost and assumptions the command uses in basing its return on investment decisions for telework applications.

Major Assumptions:

- Government work will be performed only on government owned and provided equipment (especially computers).
- No classified material will be processed at home or non-secure site whether on government computer or not.
- Telework for the command business is an employee choice (except for TDY and other off site missions) and requires command approval. Each application for telework is decided on a case basis although telework policy is unilateral.

| Cost Item | Office Standard | Telework Standard | Difference |
|---|-----------------------|-----------------------------|--|
| Computer | Desk Top - \$1200 | Lap Top - \$1500 | \$300 (one time) |
| Printer | Shared on Network | Stand Alone - \$300 | \$300 (one time) |
| Software | Site Licensed/Bundled | Bundled - \$200 | \$200 (one time) |
| Office Supplies | \$300 per worker/yr | \$50 additional/yr | \$50 annually |
| ISP Connection | Network | Cable to home | Assumed by employee |
| Phone | \$420 per line/yr | \$360 per line/yr | Assumed by employee (approved long distance reimbursed by SF 1164 or phone card) |
| Office Space | 70 sq feet/worker | Variable/worker | Assumed by employee |
| Office Equipment – (desk, chair, light, file cab, etc.) | | | Assumed by employee |
| Utilities | | | Assumed by employee |
| Computer Lock | N/A | Kensington Lock | \$40 (one time) |
| Computer Accessories | N/A | Carry Case, docking Station | \$150 (one time) |
| Safety Equipment or Home Improvements | | | Assumed by employee |
| Insurance (Theft, damage, etc.) | Self Insured | Home Owners | Assumed by employee |
| Other miscellaneous (added keyboard, zip drive, etc.) | | | Assumed by employee |

TELEWORK REPORTING FORM

(For use of this form see USARPAC Reg 690-2; the proponent agency is G1/DCSPER)

PART I - ORGANIZATION INFORMATION

1. HEADQUARTERS OFFICE/MAJOR SUBORDINATE COMMAND

2. DATE

3. NAME OF CONTACT

4. PHONE NUMBER

5. EMAIL ADDRESS

PART II - PARTICIPATION DATA

| | AF | NAF |
|---|----------------------|----------------------|
| 6. Number of employees in your organization. | <input type="text"/> | <input type="text"/> |
| 7. Number of eligible employees (<i>occupy an eligible position and demonstrate personal characteristics suitable to telework</i>). | <input type="text"/> | <input type="text"/> |
| 8. Number of eligible employees <u>offered</u> the opportunity to telework on a regular and recurring basis. | <input type="text"/> | <input type="text"/> |
| 9. Number of employees who telework: | | |
| a. Regular and recurring (<i>at least one day each pay period</i>). | <input type="text"/> | <input type="text"/> |
| b. Adhoc (<i>occasional, recurring less than one day each pay period</i>). | <input type="text"/> | <input type="text"/> |

PART III - PARTICIPATION BARRIERS

10. Identify any barriers to employee participation in the Telework Program (*attach additional sheet, if necessary*).

PART IV - SUBMIT CONSOLIDATED REPORT TO:

HQ USARPAC
Deputy Chief of Staff for Personnel
ATTN: APPE-CP
Fort Shafter, Hawaii 96858-5100

TELEWORK AGREEMENT

(For use of this form see USARPAC Reg 690-2, the proponent agency is G1/DCSPER)

(Read the Privacy Act Statement before completing this form)

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 3013 and E. O. 9397 (SSN).

PURPOSE: To document the terms and conditions of the telework agreement between the employee and supervisor.

ROUTINE USE: Information may be shared on a need to know basis with officials responsible for administering the program.

DISCLOSURE: Completion of this form is mandatory for approval to participate in the Telework Program.

PART I - EMPLOYEE INFORMATION

1. NAME

2. POSITION *(Title, Pay Plan-Series-Grade)*

3. ORGANIZATION

PART II SCHEDULE - The employee is approved to work at the approved alternative worksite specified below in accordance with the following work schedule. Schedules for adhoc teleworkers may be determined and documented for each instance of telework. The basic agreement remains in effect until cancelled by the supervisor or employee.

4. TYPE OF TELEWORK

5. NUMBER OF DAYS

a. REGULAR & RECURRING

b. AD HOC

a. PER PAY PERIOD

b. PER WEEK

6. DAYS OF THE WEEK

a. MONDAY

b. TUESDAY

c. WEDNESDAY

d. THURSDAY

e. FRIDAY

7. DUTY HOURS *(Specify work hours and lunch period)*

a. HOURS OF WORK

b. LUNCH BREAK

PART III - ALTERNATIVE WORKSITE

8. HOME OFFICE WORKSITE

a. ADDRESS

b. LOCATION

c. PHONE NUMBER

d. FAX NUMBER

e. E-MAIL ADDRESS

9. OTHER APPROVED ALTERNATIVE WORKSITE

a. ADDRESS

b. LOCATION

c. PHONE NUMBER

d. FAX NUMBER

e. E-MAIL ADDRESS

PART IV - TERMS OF AGREEMENT

10. CHANGES TO TELEWORK ARRANGEMENTS

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be considered by the supervisor wherever practicable, consistent with mission requirements. A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

11. WORK AT HOME TELEWORK

- a. It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.
- b. Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required during normal working hours to ensure compliance with the terms of this telework agreement.
- c. For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.
- d. The employee acknowledges that telework is not a substitute for dependent care. The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

12. OFFICIAL DUTY STATION

The employees official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____. (The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.)

13. TIME/ATTENDANCE/WORK PERFORMANCE/OVERTIME

- a. Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.
- b. The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.
- c. The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subjected to administrative or disciplinary action.

14. SECURITY/EQUIPMENT

a. No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-owned/lease equipment. The employee is responsible for the security of all official data, protection of any Government-owned/leased equipment and property, and carrying out the mission at the alternative worksite. Government-owned/leased equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government owned equipment.

14. SECURITY/EQUIPMENT *(continuation)*

b. The organization is responsible for the maintenance of all Government-owned equipment. Service and maintenance will take place at the organizational unit. The employee must bring such equipment into the office for maintenance. The employee is responsible for repairs not due to fair wear and tear. The employee must return all Government-owned equipment and materials to the agency at the conclusion of teleworking arrangements or at the organization's request. All files, records, papers, or machine-readable materials created while teleworking are government property.

15. LIABILITY/INJURY COMPENSATION

a. The government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

b. The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any incident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

16. STANDARDS OF CONDUCT

The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-owned equipment.

17. TERMINATION OF TELEWORK AGREEMENT

Either the employee or the supervisor can terminate the telework agreement by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet the organizational needs.

18. TELEWORK TRAINING

The employee certifies completion of all required training prior to participation in the USARPAC Telework Program.

19. DATE OF COMMENCEMENT *(Date the telework arrangement covered by the agreement will commence)*

20. REMARKS:

PART V - AUTHENTICATION

| | | |
|---|-----------|------|
| NAME OF EMPLOYEE <i>(Last, First MI)</i> | SIGNATURE | DATE |
| NAME OF SUPERVISOR <i>(Last, First, MI)</i> | SIGNATURE | DATE |
| NAME OF IASO/DAA <i>(Last, First, MI)</i> | SIGNATURE | DATE |

SAFETY CHECKLIST FOR HOME-BASED TELEWORKERS

(For use of this form see USARPAC Reg 690-2, the proponent agency is G1/DCSPER)

(Read the Privacy Act Statement before completing this form)

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 3013 and E. O. 9397 (SSN).

PURPOSE: To document safety conditions of the home - based telework site.

ROUTINE USE: Information may be shared on a need to know basis with officials responsible for administering the program.

DISCLOSURE: Completion of this form is mandatory for approval to telework from a home - based office.

PART I - EMPLOYEE INFORMATION

1. NAME

2. HOME ADDRESS

3. LOCATION OF WORK AREA *(room/area of the home used as telework office)*

PART II - SAFETY CHECKS

4. WORKPLACE ENVIRONMENT

| | YES | NO |
|---|--------------------------|--------------------------|
| a. Temperature, noise, ventilation and lighting levels are adequate for maintaining your normal level of job performance. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Building's electrical system permits the grounding of electrical equipment (built-in three-prong receptacle). | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Aisles, doorways, and corners are free of slip/trip hazards or obstructions to permit visibility and movement. | <input type="checkbox"/> | <input type="checkbox"/> |
| d. All electrical equipment is free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, flexible wires running through walls, exposed wires on the ceiling or walls). | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Chairs have no loose casters (wheels) or rungs/legs that are not sturdy. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Phone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard. | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Floor surfaces are clean, dry, level, and carpets well secured to the floor and free of worn or frayed seams. | <input type="checkbox"/> | <input type="checkbox"/> |
| h. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways. | <input type="checkbox"/> | <input type="checkbox"/> |

5. COMPUTER WORKSTATION *(if applicable)*

| | YES | NO |
|---|--------------------------|--------------------------|
| a. Your chair is adjustable. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. You know how to adjust your chair. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Your back is adequately supported by a backrest. | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Your feet are on the floor or fully supported by a footrest. | <input type="checkbox"/> | <input type="checkbox"/> |
| e. You are satisfied with the placement of your monitor and keyboard. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Glare does not interfere with reading the text on your screen. | <input type="checkbox"/> | <input type="checkbox"/> |
| g. You need a document holder? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. You have enough leg room at your desk. | <input type="checkbox"/> | <input type="checkbox"/> |
| i. The top of the monitor screen is at eye level. | <input type="checkbox"/> | <input type="checkbox"/> |
| j. There is space to rest your arms while not keying. | <input type="checkbox"/> | <input type="checkbox"/> |
| k. You can avoid resting your wrists and forearms on sharp edges. | <input type="checkbox"/> | <input type="checkbox"/> |
| l. When keying, your forearms are close to parallel with the floor. | <input type="checkbox"/> | <input type="checkbox"/> |
| m. Your wrists are fairly straight when keying. | <input type="checkbox"/> | <input type="checkbox"/> |

6. REMARKS:

PART III - AUTHENTICATION

| | | |
|--|-----------|------|
| NAME OF EMPLOYEE <i>(Last, First MI)</i> | SIGNATURE | DATE |
| NAME OF SUPERVISOR <i>(Last, First MI)</i> | SIGNATURE | DATE |
| NAME OF SAFETY OFFICER <i>(Last, First MI)</i> | SIGNATURE | DATE |